

REGULAR MEETING OF THE BUCHANAN CITY COMMISSION

MONDAY, JULY 14, 2025 – 7:00 PM

CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

AGENDA

THE COMMISSION OF THE CITY OF BUCHANAN, in compliance with Michigan's Open Meetings Act, hereby gives notice of a regular meeting of the Buchanan City Commission to be held in the Chamber of City Hall.

* Requests to be added to the agenda as a "Scheduled Matter from the Floor" should be submitted in writing to the City Clerk at least 5 business days prior to the scheduled meeting during which the speaker wishes to appear, and the approval of such requests remain within the discretion of the Mayor. If denied, the speaker may nonetheless speak during the "non-agenda items only" public comments section of the agenda.

* Those who are unable to appear during a meeting but who still wish to share public comment may submit such comments in written form to the City Clerk at least 4 hours in advance of the meeting.

* Individuals with disabilities may request necessary reasonable accommodations by submitting requests to the City Clerk, preferably at least 24 hours in advance.

* Written requests and comments may be submitted to the City Clerk either in person or via mail to Buchanan City Hall, 302 N. Redbud Trail, Buchanan, MI 49107, or via email to clerk@cityofbuchanan.com

I. Call to Order

II. Recognition

- A. **Proclamation of Gratitude**- Buchanan Fine Arts Council to present a proclamation of Gratitude to the Department of Public Works.

III. Pledge of Allegiance

IV. Invocation

V. Roll Call

VI. Approve Agenda

VII. Public Comment - Agenda Items Only (3-minute limit)

VIII. Consent Agenda (can be approved all in one motion, for general housekeeping items)

- A. **Minutes**- Consider the Regular Meeting Minutes from June 23rd, 2025.
- B. **Department Head Reports**- Receive monthly reports.
- C. **Excuse**- Consider excusing Commissioner George's absence on June 23rd, 2025.

IX. Scheduled Matters from the Floor (if any)

X. Reports by: Departments, Committees, Boards

XI. Unfinished Business

XII. New Business

- A. **Award of Potholing Contract**- Consider awarding the potholing contract.
- B. **Request for Acquisition of Tax Foreclosed Property**- Consider the purchase of 503 Artic Street & 420 Elizabeth Street.
- C. **Traffic Control Order #258**- Consider TCO#258 prohibit on street parking on Theoda Court and Charles Court for the duration of the construction project.
- D. **Expenditures**- Consider approving the expenditures for July 14, 2025.

XIII. Communications *(informational only, formal board action is not necessary for these items, unless so desired)*

XIV. Public Comment - Non-Agenda Items Only *(3-minute limit)*

XV. Executive Comments

A. City Manager Comments

B. Commissioner Comments

C. Mayor Comments

XVI. Adjourn



REGULAR MEETING OF THE BUCHANAN CITY COMMISSION
MONDAY, JUNE 23, 2025 – 7:00 PM
BUCHANAN AREA SENIOR CENTER (BASC) 810 RYNEARSON STREET,
BUCHANAN MI

MINUTES

I. Call to Order

The meeting is called to order by Mayor Weedon at 7:00 PM.

II. Recognition

III. Pledge of Allegiance

Mayor Weedon led in the Pledge of Allegiance to the United States.

IV. Invocation

Invocation was not given.

V. Roll Call

PRESENT: Mayor Mark Weedon, Mayor Pro Tem Mark Weedon, Commissioner Larry Money, Commissioner Dan Vigansky

ABSENT: Commissioner Raquell George

CITY STAFF: City Manager, Tony McGhee; City Clerk, Kalla Langston; Community Development Director, Rich Murphy; Director of Public Services, Mike Baker; Chief of Police, Harvey Burnett

VI. Approve Agenda

Motion made by Vigansky, seconded by Money to approve the agenda, as presented. Voice votes carry unanimously.

VII. Public Comment - Agenda Items Only *(3-minute limit)*

None.

VIII. Consent Agenda *(can be approved all in one motion, for general housekeeping items)*

A. Minutes- Consider approving the Regular Meeting Minutes from June 9, 2025.

Motion made by Swem, seconded by Vigansky to approve the Consent Agenda, as presented. Voice votes carry unanimously.

IX. Scheduled Matters from the Floor *(if any)*

X. Reports by: Departments, Committees, Boards

A. Community Development Report- Director Rich Murphy

1) Resolution 2025.06/19- Consider Resolution 2025.06/19, Local Government Unit Approval for Social District Permit for Bar 4 Enterprises LLC, DBA McCoy Creek Tavern at 215 E Front St.

Motion made, Money, supported by Swem, to approve Resolution 2025.06/19, as presented. Roll call votes carry unanimously.

B. Various Board/ Committee Reports- SMCAS, Landfill, Planning Commission, BARB, DDA\

Landfill – Swem reported that the Landfill board approved their annual budget for the upcoming fiscal year. There was a 0% rate increase for our residents, while non residents will pay a 3% increase.

SMCAS – Money reported that they are progressing with contract negotiations, there is also a new ambulance in service.

Planning Commission – Vigansky reported that the Planning Commission would be reviewing a first draft of the short term rental ordinance.

DDA – Weedon reported that the DDA had a bylaws meeting earlier. Bylaws were gone over and updated to current terms.

XI. Unfinished Business

None.

XII. New Business

A. Expenditures- Consider approving the expenditures for June 23, 2025, in the amount of \$234,323.98.

Motion made by Swem, seconded by Money, to approve the expenditures in the amount of \$234,323.98. Roll call votes carry unanimously.

B. Resolution 2025.06/20- Consider Resolution 2025.06/20 to adopt 80%/20% Employer/Employee Health Care Cost Option as set forth in 2011 Public Act 152, the publicly funded health insurance contribution act.

Motion made by Vigansky, seconded by Money to approve Resolution 2025.06/20, as presented. Roll call votes carry unanimously.

C. Budget Amendments- Consider approving Budget Amendments (#4).

Motion made by Swem, seconded by Money, to approve the Budget Amendments (4), as presented. Roll call votes carry unanimously.

XIII. Communications *(informational only, formal board action is not necessary for these items, unless so desired)*

XIV. Public Comment - Non-Agenda Items Only *(3-minute limit)*

Norma Ferris – Asked about Employee conditions during extreme weather.

Jeanne Harris – Asked why the Schirmer Parkway project was designed the way it was. McGhee answered that the trail is the width it is in order to be compliant with the grant terms, which mandated an ADA accessible trail. The road lanes are a standard 11' wide, though there is less shoulder than before.

XV. Executive Comments

A. City Manager Comments

McGhee updated the Commission on the Trail Expansion project. There are some things that still need to be remedied that were discovered during testing, including some repaving. The Downtown Project is still moving forward, water services are done. River St and Redbud will be milled and paved this week, completing our summer paving projects. We are also in the process of updating our schedule of fees, with a potential draft ready for review in July. Our target for opening Redbud Trail is Labor Day.

B. Commissioner Comments

Vigansky – The Downtown project is moving fast because needed maintenance is being completed concurrently. If it had been done bit by bit it would have been a much slower and more expensive process. Code enforcement will be ramping up soon as well.

Money – The project is moving well. He remembers the last time Front st was torn up, and not much since repaving has been done. Thanked Adam and Jeanne for offering this facility. Thanked Rich for his work on the Social District. Thanked the Commission and City Staff for everything they do.

Swem – Thanked Adam and the Senior Center team for hosting this meeting. The Concert Series at the Common has begun, and the first few concerts have gone very well.

C. Mayor Comments

Thanked Adam and the Senior Center for hosting this meeting.

XVI. Adjourn

Motion made by Vigansky, seconded by Money to adjourn the meeting at 7:29 PM. Roll call votes carry unanimously.

Kalla Langston, City Clerk

Mayor Mark Weedon

Buchanan Police Department -- (269) 695-5120

07/01/2025 09:16 AM

Offense Count Report

Page: 1

Report Criteria:

Start Offense	End Offense	Officer
01000	99010	ALL

JUNE 2025

06/01/2025-06/30/2025

Offense	Description	JUNE 2025
13001	NONAGGRAVATED ASSAULT	4
13003	INTIMIDATION/STALKING	2
22003	BURGLARY - UNLAWFUL ENTRY(NO INTENT	1
23003	LARCENY - THEFT FROM BUILDING	1
23007	LARCENY - OTHER	2
24001	MOTOR VEHICLE THEFT	1
28000	STOLEN PROPERTY	1
29000	DAMAGE TO PROPERTY	5
30002	RETAIL FRAUD - THEFT	1
36004	SEX OFFENSE - OTHER	1
37000	OBSCENITY	1
38001	FAMILY - ABUSE/NEGLECT NONVIOLENT	1
48000	OBSTRUCTING POLICE	1
50000	OBSTRUCTING JUSTICE	4
52003	WEAPONS OFFENSE - OTHER	1
53001	DISORDERLY CONDUCT	6
53002	PUBLIC PEACE - OTHER	5
54002	OUIL OR OUID	1
54003	DRIVING LAW VIOLATIONS	11
55000	HEALTH AND SAFETY	5
57001	TRESPASS	9
70004	Juvenile Issues	1
72000	ANIMAL CRUELTY	1
93001	PROPERTY DAMAGE ACCIDENT/PI	18
93002	Private Property Accident	2
93004	Abandoned Vehicle	1
98003	Property Checks	3
98005	Alarms	15
98006	Civil	7
98007	Suspicious Situation	28
98008	Lost & Found Property	5
99000	Natural Death	1
99003	Missing Person	2
99007	Medical Assist	32
99008	General Assist	54
99009	General Non-Criminal Assist	25
99010	Ordinance Violation	114
Totals:		373

Buchanan Police Department -- (269) 695-5120

07/01/2025 09:17 AM

Incident List

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Report Criteria:

Start Date	End Date	Officer	Detective	Offense	Assigned Bureau
06/01/2025	06/30/2025	CULLUM JASON	ALL	ALL	ALL

Number	Date	Time	Description	Officer	Location	Status
25-001255	06/02/2025	09:30	TALL GRASS	CULLUM JASON		Closed
25-001256	06/02/2025	09:34	TALL GRASS	CULLUM JASON		Closed
25-001257	06/02/2025	09:42	TALL GRASS	CULLUM JASON		Closed
25-001258	06/02/2025	09:44	TALL GRASS	CULLUM JASON		Closed
25-001259	06/02/2025	09:46	TALL GRASS	CULLUM JASON		Closed
25-001260	06/02/2025	09:47	TALL GRASS	CULLUM JASON		Closed
25-001261	06/02/2025	09:49	TALL GRASS	CULLUM JASON		Closed
25-001262	06/02/2025	09:51	TALL GRASS	CULLUM JASON		Closed
25-001263	06/02/2025	09:52	TALL GRASS	CULLUM JASON		Closed
25-001264	06/02/2025	09:54	TALL GRASS	CULLUM JASON		Closed
25-001265	06/02/2025	09:56	TALL GRASS	CULLUM JASON		Closed
25-001266	06/02/2025	09:57	TALL GRASS	CULLUM JASON		Closed
25-001267	06/02/2025	09:59	TALL GRASS	CULLUM JASON		Closed
25-001268	06/02/2025	10:01	TALL GRASS	CULLUM JASON		Closed
25-001269	06/02/2025	10:03	TALL GRASS	CULLUM JASON		Closed
25-001270	06/02/2025	10:05	TALL GRASS	CULLUM JASON		Closed
25-001271	06/02/2025	10:07	JUNK ON THE PROPERTY	CULLUM JASON		Closed
25-001272	06/02/2025	10:08	COUCH ON CURB	CULLUM JASON		Closed

Buchanan Police Department -- (269) 695-5120

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Incident List

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Report Criteria:

Start Date	End Date	Officer	Detective	Offense	Assigned Bureau
06/01/2025	06/30/2025	CULLUM JASON	ALL	ALL	ALL

Number	Date	Time	Description	Officer	Location	Status	
25-001273	06/02/2025	10:09	COUCH ON THE CURB	CULLUM JASON		Closed	
25-001274	06/02/2025	10:11	LITTER IN YARD	CULLUM JASON		Closed	
25-001275	06/02/2025	10:12	JUNK VEHICLE	CULLUM JASON		Closed	
25-001299	06/04/2025	15:50	TALL GRASS	CULLUM JASON		Closed	
25-001300	06/04/2025	15:52	TALL GRASS	CULLUM JASON		Closed	
25-001310	06/05/2025	13:53	RENTAL ISSUE	CULLUM JASON		Closed	
			Name	Sex	Age	Involvement	Offense
				F		Complainant	Ordinance Violation (99010)
25-001312	06/05/2025	14:05	PROPERTY LINE DISPUTE	CULLUM JASON		Closed	
			Name	Sex	Age	Involvement	Offense
				M	43	Complainant	Ordinance Violation (99010)
25-001313	06/05/2025	14:18	TALL GRASS	CULLUM JASON		Closed	
25-001314	06/05/2025	14:22	TALL GRASS	CULLUM JASON		Closed	
25-001315	06/05/2025	14:24	TALL GRASS	CULLUM JASON		Closed	
25-001316	06/05/2025	14:30	TALL GRASS	CULLUM JASON		Closed	
25-001317	06/05/2025	14:33	TALL GRASS	CULLUM JASON		Closed	
25-001318	06/05/2025	14:35	TALL GRASS	CULLUM JASON		Closed	
25-001319	06/05/2025	14:38	TALL GRASS	CULLUM JASON		Closed	
25-001320	06/05/2025	14:42	TALL GRASS	CULLUM JASON		Closed	
25-001321	06/05/2025	14:44	TALL GRASS	CULLUM JASON		Closed	
25-001322	06/05/2025	14:46	TALL GRASS	CULLUM JASON		Closed	

Buchanan Police Department -- (269) 695-5120

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Incident List

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Report Criteria:

Start Date	End Date	Officer	Detective	Offense	Assigned Bureau
06/01/2025	06/30/2025	CULLUM JASON	ALL	ALL	ALL

Number	Date	Time	Description	Officer	Location	Status
25-001322	06/05/2025	14:46	TALL GRASS	CULLUM JASON		Closed
25-001323	06/05/2025	14:49	TALL GRASS	CULLUM JASON		Closed
25-001324	06/05/2025	14:51	TALL GRASS	CULLUM JASON		Closed
25-001325	06/05/2025	14:54	TALL GRASS	CULLUM JASON		Closed
25-001326	06/05/2025	15:01	TALL GRASS	CULLUM JASON		Closed
25-001327	06/05/2025	15:05	TALL GRASS	CULLUM JASON		Closed
25-001328	06/05/2025	15:07	TALL GRASS	CULLUM JASON		Closed
25-001329	06/05/2025	15:09	TALL GRASS	CULLUM JASON		Closed
25-001330	06/05/2025	15:12	TALL GRASS	CULLUM JASON		Closed
25-001331	06/05/2025	15:15	COUCH ON CURB	CULLUM JASON		Closed
25-001341	06/06/2025	13:50	ILLEGAL ROOSTER	CULLUM JASON		Closed
25-001342	06/06/2025	14:38	TALL GRASS	CULLUM JASON		Closed
25-001343	06/06/2025	14:40	TALL GRASS	CULLUM JASON		Closed
25-001465	06/20/2025	13:17	TALL GRASS	CULLUM JASON		Closed
25-001466	06/20/2025	13:19	TALL GRASS	CULLUM JASON		Closed
25-001467	06/20/2025	13:24	TALL GRASS	CULLUM JASON		Closed
25-001468	06/20/2025	13:33	TALL GRASS	CULLUM JASON		Closed

Buchanan Police Department -- (269) 695-5120

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Incident List

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Report Criteria:

Start Date	End Date	Officer	Detective	Offense	Assigned Bureau
06/01/2025	06/30/2025	CULLUM JASON	ALL	ALL	ALL

Number	Date	Time	Description	Officer	Location	Status
25-001469	06/20/2025	13:36	TALL GRASS	CULLUM JASON		Closed
25-001470	06/20/2025	13:38	TALL GRASS	CULLUM JASON		Closed
25-001471	06/20/2025	13:39	TALL GRASS	CULLUM JASON		Closed
25-001472	06/20/2025	13:41	TALL GRASS	CULLUM JASON		Closed
25-001474	06/20/2025	14:57	TALL GRASS	CULLUM JASON		Closed
25-001475	06/20/2025	15:02	TALL GRASS	CULLUM JASON		Closed
25-001476	06/20/2025	15:06	TALL GRASS	CULLUM JASON		Closed
25-001477	06/20/2025	15:07	NO PERMIT	CULLUM JASON		Closed
		<u>Name</u>	<u>Sex</u>	<u>Age</u>	<u>Involvement</u>	<u>Offense</u>
			F	45	Complainant	Ordinance Violation (99010)
			M	55	Suspect	Ordinance Violation (99010)
25-001478	06/20/2025	15:16	DUMPING	CULLUM JASON		Closed
25-001479	06/20/2025	15:42	TALL GRASS	CULLUM JASON		Closed
25-001480	06/20/2025	15:44	EXTERIOR ISSUES	CULLUM JASON		Open
25-001481	06/20/2025	15:46	TRASH BEHIND HOUSE	CULLUM JASON		Open
25-001482	06/20/2025	15:47	PARKING ON LAWN	CULLUM JASON		Closed
25-001483	06/20/2025	15:49	JUNK VEHICLE	CULLUM JASON		Open
25-001504	06/23/2025	09:20	JUNK VEHICLE	CULLUM JASON		Closed
25-001505	06/23/2025	09:26	JUNK VEHICLE	CULLUM JASON		Closed

Buchanan Police Department -- (269) 695-5120

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Report Criteria:

Start Date	End Date	Officer	Detective	Offense	Assigned Bureau
06/01/2025	06/30/2025	CULLUM JASON	ALL	ALL	ALL

Number	Date	Time	Description	Officer	Location	Status
25-001506	06/23/2025	09:28	JUNK VEHICLE	CULLUM JASON		Open
25-001507	06/23/2025	09:30	COUCH ON CURB	CULLUM JASON		Closed
25-001508	06/23/2025	09:31	OVERGROWN BRUSH	CULLUM JASON		Open
25-001509	06/23/2025	09:32	OVERGROWN BRUSH	CULLUM JASON		Closed
25-001510	06/23/2025	09:34	OVERGROWN BRUSH	CULLUM JASON		Closed
25-001511	06/23/2025	10:19	TALL GRASS	CULLUM JASON		Closed
25-001512	06/23/2025	10:21	TALL GRASS	CULLUM JASON		Closed
25-001513	06/23/2025	10:23	TALL GRASS	CULLUM JASON		Closed
25-001514	06/23/2025	10:26	TALL GRASS	CULLUM JASON		Closed
25-001515	06/23/2025	10:30	TALL GRASS	CULLUM JASON		Closed
25-001516	06/23/2025	10:32	TALL GRASS	CULLUM JASON		Closed
25-001517	06/23/2025	10:34	TALL GRASS	CULLUM JASON		Closed
25-001575	06/30/2025	11:10	TALL GRASS	CULLUM JASON		Open
25-001576	06/30/2025	11:12	TALL GRASS	CULLUM JASON		Open
25-001577	06/30/2025	11:15	TALL GRASS	CULLUM JASON		Open
25-001578	06/30/2025	11:16	TALL GRASS	CULLUM JASON		Open
25-001579	06/30/2025	11:18	TALL GRASS	CULLUM JASON		Open

Buchanan Police Department -- (269) 695-5120

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Incident List

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Report Criteria:

Start Date	End Date	Officer	Detective	Offense	Assigned Bureau
06/01/2025	06/30/2025	CULLUM JASON	ALL	ALL	ALL

Number	Date	Time	Description	Officer	Location	Status
25-001580	06/30/2025	11:20	TALL GRASS	CULLUM JASON		Open
25-001581	06/30/2025	11:22	TALL GRASS	CULLUM JASON		Open
25-001582	06/30/2025	11:24	TALL GRASS	CULLUM JASON		Open
25-001583	06/30/2025	11:26	TALL GRASS	CULLUM JASON		Open
25-001584	06/30/2025	11:27	TALL GRASS	CULLUM JASON		Open
25-001585	06/30/2025	11:34	TALL GRASS	CULLUM JASON		Open
25-001586	06/30/2025	11:36	TALL GRASS	CULLUM JASON		Open
25-001587	06/30/2025	11:38	TALL GRASS	CULLUM JASON		Open
25-001588	06/30/2025	13:40	TALL GRASS	CULLUM JASON		Open
25-001589	06/30/2025	13:42	TALL GRASS	CULLUM JASON		Open
25-001590	06/30/2025	13:44	TALL GRASS	CULLUM JASON		Open
25-001591	06/30/2025	13:45	TALL GRASS	CULLUM JASON		Open
25-001592	06/30/2025	13:47	TALL GRASS	CULLUM JASON		Open
25-001593	06/30/2025	13:50	TALL GRASS	CULLUM JASON		Open
25-001594	06/30/2025	13:52	TALL GRASS	CULLUM JASON		Open

Buchanan Police Department -- (269) 695-5120

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Incident List

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Report Criteria:

Start Date	End Date	Officer	Detective	Offense	Assigned Bureau
06/01/2025	06/30/2025	CULLUM JASON	ALL	ALL	ALL

Number	Date	Time	Description	Officer	Location	Status
25-001595	06/30/2025	13:53	TALL GRASS	CULLUM JASON		Open
25-001596	06/30/2025	13:55	TALL GRASS	CULLUM JASON		Open
25-001597	06/30/2025	13:56	TALL GRASS	CULLUM JASON		Open
25-001598	06/30/2025	13:58	TALL GRASS	CULLUM JASON		Open
25-001599	06/30/2025	14:00	TALL GRASS	CULLUM JASON		Open
25-001600	06/30/2025	14:01	TALL GRASS	CULLUM JASON		Open
25-001601	06/30/2025	14:03	TALL GRASS	CULLUM JASON		Open
25-001602	06/30/2025	14:05	TRESSPASS	CULLUM JASON		Open
25-001603	06/30/2025	14:06	BREACH OF PEACE	CULLUM JASON		Open

Incident Total: 108



The month of June Water Department report

Submitted TTHA 5 water samples to EGLE, they came back good. These are part of my yearly samples I must do. The regular monthly reports and samples were also submitted on time and were accepted.

Had to do a boil order for E Front St. due to the new watermain connecting to the old watermain. Everything went well and both samples passed. Total days of boil order was two days.

Ryan completed 30 in-house inspections this month. We are getting close to being finished with the in-house inspections. Next to do on the list is pot-holing the service lines. We do have money in the grant to get that started. They should be starting mid-July.

We marked and filled out reports for close to 100 Miss-Digs again this month. Mostly due to construction projects.

I worked with a resident who had a plumber test for lead and had very high levels when they tested. I worked with EGLE and did our own test and found no detection of lead in our samples. I had a meeting and took educational pamphlets to them and explained how to limit lead exposure.

Put a new water service line in a house that was previously Galvanized and had broken. They now have a copper line to their house.

We repaired a couple services that were leaking at the shut-off valve. Also added new top soil and grass seed.

Fix a water -main break on the old Clarks property.

Handled 15 service calls to residents.

Worked downtown on the project most of the month.

Did Junes shut off list/handed out door cards



WASTEWATER TREATMENT ACTIVITY BRIEFING JUNE 2025

- The facility underwent thorough cleaning, with the UV room swept and mopped, and dirt cleared from the barn, headworks, and shop. Additionally, the headworks wet well was cleaned out to ensure continued efficiency.
- Several alarm calls were received from the Millpond Lift Station. Due to being out of the office, Terry consulted DPW Mike Baker, who determined that an electrician was needed. Upon inspection, the electrician identified a failed transducer. A replacement transducer was promptly ordered from Gasvoda and Associates, and Electric Maintenance and Construction installed the new unit. This resolved the issue, restoring normal operations at Millpond.
- With ongoing construction, contractors scheduled a sewer line cleanout on Schimmer Parkway in preparation for repaving the road. This will improve infrastructure and ensure proper drainage.
- The ferrous tank was nearing depletion, reaching a level below three feet. A new supply was ordered, delivered, and inspected, with a sample taken for observation. The 4,500 pounds of iron were successfully pumped into the tank.
- An alarm was triggered for an over-temperature issue at the Glacier Lift Station. A backflush was performed on pumped two to remove the rag ball and upon further inspection, Terry determined that the fuel filter required replacement. The filter was changed the next day, resolving the issue and restoring the pump to normal function.
- The wastewater facility welcomed a part-time worker for the summer months; they have been assisting us with lawn care and other small projects.
- As algae growth accelerates in warmer weather, the clarifier water level was lowered to facilitate cleaning. The arms and weirs were thoroughly cleared of algae buildup, which was then disposed of in the dumper.
- Crews worked along the fence line near the wooded area and creek to clear limbs and debris. Fallen branches were gathered from the surrounding property, loaded into a truck bed, and transported to the cemetery for proper disposal. This effort improved site safety and aesthetics while preventing potential obstructions or hazards.
- Due to ongoing construction E. coli levels were above normal range, so grab samples were collected at five locations along Buchanan Creek to monitor E. coli levels. The samples were sent to Stevensville for testing, which confirmed a decrease in E. coli numbers compared to the initial sampling.
- A flapper valve replacement was performed at the headworks building after noticing higher-than-usual pump runtime. Following the replacement and an adjustment to the pump's rotating assembly, operations returned to optimal efficiency.
- Sludge was successfully removed from the drying beds and loaded into a dumper. This process was carried out to maintain the cleanliness and efficiency of the beds by preventing debris buildup. The operation was completed without issue, leaving the beds clear and ready for continued use.
- A power outage triggered an alarm at the Glacier lift stations. Upon inspection, it was found that Pump 1 had become clogged with a rag ball. The wastewater crew promptly responded, pulled the pump, and cleared the obstruction. After reinstallation, the pump was tested and found to be operating normally, restoring full functionality to the lift station.
- In addition to the major events listed above, the plant conducted 157 Preventative Maintenance (PM) work orders, covering tasks ranging from routine equipment inspections to significant repairs requiring extended labor.

Clerk Department- June 2025

City Meetings

In addition to participating in the meeting itself, time is spent scheduling, drafting/publishing the agenda, contributing supporting documentation, recording/creating/publishing minutes, creating/certifying/ publishing resolutions and ordinances, and proclamations, etc.

Meeting	Regular Mtg	Special Mtg
City Commission	6/9 & 6/23	
Planning Commission	6/10	
Tree Friends/DRC/ One Buchanan		
Compensation Committee		
Joint Water Sewer Board		
Friends of the Trail	6/19	
DDA	6/11	
BCCA	6/13	
Resolutions	YTD	20
Ordinances	YTD	3

Elections

The ever-changing laws of elections, the following went into effect as of June 30th

- [MCL 168.493a](#): Automatic voter registration; qualifications; qualified voter file; option to opt-out; notice; information added to qualified voter file; United States citizenship requirement; preregistration; erroneous registration not a violation; monthly data reports.
- [MCL 168.493b](#): Automatic voter registration agencies; transmission of voter registration information; procedure and schedule; Medicaid application; submission requests by tribal nations; memorandum of understanding; release from incarceration; procedures for processing electronic records.
- [MCL 168.500a](#): Registration or change in registration of person applying for renewal of operator's or chauffeur's license; application.
- [MCL 168.501](#): Master registration cards; master file.
- [MCL 509ii](#): Electronic voter registration interface; requirements; application; qualifications.

Tracking

- [HB 4720](#): Elections: voting equipment; use of electronic voting systems that contain certain parts or equipment; prohibit.
- [HB 4707](#): Elections: voting procedures; ranked choice voting; prohibit.
- House heard testimony regarding HB 4602 (Elections: voting equipment; control over creating the test deck process; clarify), as well as the following bills regarding terms of local office: HB [4358](#), HB [4359](#), HB [4698](#), HB [4699](#). Here is an article regarding the testimony heard from clerks on HB 4602.

[Michigan clerks speak up in support of bill to preserve local authority over voting machine testing • Michigan Advance](#)

August 5th Election

Completed:

Ballot order/proofing, training scheduled for the election workers, Test Deck created, and preliminary test conducted, Mass Permanent AV ballots were issued and mailed, MOVE ballots were also sent before the deadline, Election inspectors should be receiving their letters, and the election commission meeting was scheduled. Notice of Registration and Election is posted and published. Prep is

underway for Election Day. AV Ballots are being processed daily. Voter Registration is updated weekly.

FOIA Requests/Notary/ Permits

YTD-16 FOIA requests.

YTD- 15 Notary

YTD- 8 Food Truck Permits

YTD- 7 ROW Permits

YTD- 4 Rental Certificates

Cemetery

Cemetery Sexton handles all aspects of the grounds and selling plots. The clerk's department handles the scheduling of burials, data entry, and cash handling for burials and plot purchases.

YTD- 13 sold plots

YTD- 31 burials

Contacted the families of the damaged headstones.

Administrative

- CDBG Bid RFPs (postings and opening for June 16)
- Attended MCCA Summer Conference
- County Clerk Loar-Ported and I created a clerking 101 class that we taught on June 13th, covering Elections, Parliamentary Procedure, Open Meetings Act, Cemetery, Budget, and Accounting.
- Goal Setting
- Presentation created for training boards and committees
- USDA Reporting completed
- DDA Bylaws
- Social media and websites as needed
- Day-to-day assignments are assigned by the City Manager & Residents are assisted as needed.

ACTIVITY BRIEFING ITEM

PREPARED BY: Klay Weaver

PREPARED ON: 7/2/2025

SUBJECT: DPW Briefing – Month of June 2025

BACKGROUND:

- Trash runs every Monday & Saturday AM
- Finished catch basin project on Chicago St. – Poured curb – waiting on asphalt
- Put up new signs on trail south of DPW – Elliot signs
- Put together and in new play equipment at Ravish Park
- New 30 MPH signs, Yield, & stop signs put up
- Swept Three Oaks for their Flag Day Parade on 6/3/25
- Tapped Main on Dewey and installed new water service for Building 324
- Turned Valves and Hydrants downtown for Water Dept.
- Hung all new banners on the East side of Library
- Graded area of dig @ Building 324 and framed hole – still need to pour concrete
- Vacced sewer manhole @ Front/Redbud on 6-4-25
- Took out all flowerpots downtown and stored outside of Upper Barn
- Multiple Code Enforcement Violation mow lists – 6/5, 6/9, 6/11, 6/19, 6/23
- Cut hangers out of trees on Arctic St
- Prepped Victory Park for event – put out road closed signs & picked up following event
- Cut down 2 more trees at the Hoven Wall jobsite
- Weekly downtown mow list & US-12 property
- Repaired an 8in water main at Edgewater Automation
- Jetted sewer main and camera line behind City Hall
- Put up business entrance signs on Oak, Main, Dewey
- Sucked out and cleaned DPW shop drain
- Took Voting equipment from City Hall & Bertrand TWP to Niles Courthouse
- Spread 4 ton of hot patch on 6/16 & 4 ton on 6/21
- Capped water line on Days Ave
- Picked up barricades on Liberty, Victory & Days Ave
- Cleaned all pick up trucks
- Weedeat in town properties/parks
- Put up 9 Permit Parking signs and posts at the City Center
- Street sweep the heights, E. Front, High School area,
- Graded Centennial, Boat Launch, and alleys
- Repaired 4 in main on the corner of Oak/Roe
- Fixed tensioner pulley on the Kubota F3990
- Shoveled 5 Loader buckets of material off of curbs on River St by the Bridge
- Got out the crack sealer and tar blocks from upper barn and serviced
- Dug outside City Hall & took up concrete trying to find Sewer lateral on 6/22

- Cut out floor in City Managers office, Shoveled and found sewer lateral on 6/23
- Cleaned up 3rd st in construction area – (mow/weedeat)
- Jetted, Vaced, and Camera all day at Moose Lodge from Storm Sewer overflow
- Clean and organize water trailer/replaced tire on trailer
- Fixed damaged posts on the trail
- Cut up fallen limb over sidewalk on Clark St
-
- NOT AN ALL INCLUSIVE LIST



- 111 Railroad St./708 S. Redbud demo proceeding towards substantial completion. Hydroseeding of lot to be scheduled for the week of July 7. City staff are in the process of drafting RFP for redevelopment of the site.
- McCoy's Creek Trail Extension construction is proceeding towards substantial completion. Work on Walton Rd. in front of River St. Joe Brewery has been completed. Schirmer Pkwy work still underway with substantial completion project to be mid-July. Ribbon cutting celebration is being planned for August.
- Downtown Project Communication Plan is active with regular updates on City's Facebook page and project website. Weekly construction meetings are happening. We continue to receive considerable positive feedback from the community on the city's proactive communication plan.
- Short Term Rental Ordinance Documents including Memo, Draft Ordinance and Map have been provided to the Plan Commission for their review and recommendation to the City Commission.
- Draft 3 of the new Zoning Ordinance have been provided to the Plan Commission for their review and recommendations. Once Plan Commission makes their review and recommendations, the new Zoning Ordinance will be considered for approval by the City Commission.

- The RFP for Brownfield Redevelopment Authority Services for the City of Buchanan has been released with proposals due by July 15, 2025. Several firms have expressed interest in providing proposals.
- Contract for the demo of the city owned obsolete bathroom structure on Richards St. has been signed. Demo is scheduled to begin the week of July 14.
- Buchanan Social District is live with two participating bar/restaurants, Thistledown & Row and McCullom's. McCoy's Creek Tavern and Stranger Wine Co. have both also submitted applications to participate in the Social District.
- Stark School is under contract to be purchased. The new buyer is requesting a transfer of the existing OPRA certificate which requires the approval of the City Commission. More information will be provided to the Commission when the sale closes.
- The National Register Nomination of the Days Avenue Historic District in Buchanan project continues to progress with the Nomination to be completed by the end of the year.

Memorandum



Date: July 8, 2025
To: Buchanan City Commission
From: Tony McGhee
Subject: **Award of Potholing Contract**

Background

In Michigan, the updated Lead and Copper Rule (LCR), enacted in 2018 under the Michigan Safe Drinking Water Act, requires all public water systems to develop and submit a complete inventory of service line materials—both public and private. The rule mandates that all lead service lines (including privately owned portions) be fully removed by 2041 at the utility's expense. Partial replacements are prohibited, and utilities must publicly report sampling results and replacement progress to ensure transparency and ongoing public engagement.

Under Section 1001 of Public Act 166 of 2022, the Michigan Legislature appropriated \$48 million for a grant program designed to support communities with the technical, managerial, and financial aspects of lead service line replacement. The primary goal of this grant program is to fund physical verification of service line materials for the submission of a Complete Distribution System Materials Inventory. In 2024, the City of Buchanan was awarded \$558,500 through this program.

A portion of this funding has been used to cover City staff costs for inspecting in-home service line materials. However, to verify the material at the main and curb stop, as required by the LCR, potholing is necessary. To perform this work, the City partnered with Prein & Newhof to develop a bid package and secure a qualified contractor for potholing and material identification.

The City received four bids ranging from \$592,496 to \$709,918. The lowest responsive bid came from Plummer's Environmental of Byron Center, Michigan, a company with a strong track record of successfully completing similar projects and a solid reputation in the industry.

Memorandum

The submitted bid exceeds the \$425,000 in grant funds allocated for this portion of the work. However, as is common with projects of this nature, the work was bid on a unit-cost basis, allowing flexibility to adjust the project scope in line with available funding.

Recommendation

Staff recommends awarding the contract to Plummer’s Environmental in the full bid amount of \$592,496. Simultaneously, staff recommends executing a change order to adjust the project scope and total contract value—based on unit pricing—not to exceed \$425,000.

Bid Tabulation Summary

Bid Date:

July 1, 2025

Bid Time (Local):

9:00 AM

Owner:

City of Buchanan

Project Title:

Lead Service Verification (Potholing)

Project #:

2240749

Number	Contractor Name	Bid Amount
1st	Plummer's Environmental 10075 Sedroc Industrial Dr, Byron Center, MI 49315	\$592,496.00
2nd	Five Star Energy Services 1581 E. Racine Ave, Waukesha, WI 53186	\$642,955.62
3rd	Duke's Root Control 400 Airport Road, Ste E, Elgin, IL 60123	\$691,907.50
4th	Abonmarche 95 W. Main St, Benton Harbor, MI 49022	\$709,918.00

Prein&Newhof

Engineers • Surveyors • Environmental • Laboratory

1707 South Park Street, Suite 200 Kalamazoo, MI 49001

t. (269) 372-1158 f. (616) 364-6955

Bid Tabulation

Owner: City of Buchanan				1st Plummer's Environmental 10075 Sedroc Industrial Dr Byron Center, MI 49315		2nd Five Star Energy Services 1581 E. Racine Ave Waukesha, WI 53186		3rd Duke's Root Control 400 Airport Road, Ste E Elgin, IL 60123		4th Abonmarche 95 W. Main St Benton Harbor, MI 49022	
Project Title: Lead Service Verification (Potholing)											
Bid Date & Time: July 1, 2025 at 9:00 am		Project #: 2240749									
Item											
No.	Description	Quantity	Unit	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	Mobilization (Max 5% of Bid)	1	LS	\$20,000.00	\$20,000.00	\$30,000.00	\$30,000.00	\$32,500.00	\$32,500.00	\$35,000.00	\$35,000.00
2	Hydro-Excavate at Curb-Stop (both sides)	1,471	EA	\$322.00	\$473,662.00	\$375.00	\$551,625.00	\$334.38	\$491,872.98	\$292.00	\$429,532.00
3	Concrete/Asphalt Removals and Temp Backfilling (Estimated)	2,400	SF	\$5.00	\$12,000.00	\$0.01	\$24.00	\$9.39	\$22,536.00	\$30.00	\$72,000.00
4	Grass Area Restorations	2,642	EA	\$11.00	\$29,062.00	\$0.01	\$26.42	\$25.06	\$66,208.52	\$3.00	\$7,926.00
5	Gravel Area Restorations	20	EA	\$50.00	\$1,000.00	\$0.01	\$0.20	\$100.00	\$2,000.00	\$100.00	\$2,000.00
6	Concrete Area Restorations (Estimated 75 locations)	1,200	SF	\$20.00	\$24,000.00	\$14.00	\$16,800.00	\$25.25	\$30,300.00	\$40.00	\$48,000.00
7	Asphalt Area Restorations (Estimated 75 locations)	134	SY	\$58.00	\$7,772.00	\$220.00	\$29,480.00	\$235.00	\$31,490.00	\$190.00	\$25,460.00
8	Traffic Control	1	LS	\$25,000.00	\$25,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$90,000.00	\$90,000.00
Total Bid				\$592,496.00		\$642,955.62		\$691,907.50		\$709,918.00	

Sent via email: tmcghee@cityofbuchanan.com

July 3, 2025
2240749

Mr. Tony McGhee, City Manager
City of Buchanan
302 N. Redbud Trail
Buchanan, MI 49107

RE: Lead Service Verification (Potholing)

Dear Mr. McGhee:

Please find enclosed the bid tabulation for the subject project. We have reviewed the bids submitted and recommend award to Plummer's Environmental Services of Byron Center, Michigan in the amount of \$592,496.00.

Following Council action regarding contract award, we will request that the contractor furnish the necessary bonds and insurance and prepare the contracts for execution. If you have any questions, please contact our office.

Sincerely,

Prein&Newhof



Michael A. Schwartz, P.E.

MAS:mvk

Enclosure: Bid Tabulation

CITY OF BUCHANAN

TRAFFIC CONTROL ORDER # 258**DESCRIPTION OF EXISTING CONDITIONS OR PROBLEM:**

Currently the intersection of W. Front St and Oak St is under roadway construction which requires vehicular traffic to be rerouted. Unfortunately, increased vehicular traffic is now traveling on Theoda and Charles Courts. These adjacent joining roadways via a curve are extremely narrow and any vehicles that park on these roadways impedes the flow of traffic. This also impedes the ability of emergency vehicles to respond to incidents that occur in the area in a safe and timely manner. Theoda Ct currently has posted “no parking” signs on the east side of the roadway. The curve that joins Theoda Ct and Charles Ct has one “no parking” sign on the west side.

Pursuant to authority of Section 2.53 of the Uniform Traffic Code, Ordinance #192 of the City of Buchanan, effective March 23rd, 1971, and as amended by Ordinance #201, effective April 10th, 1972; the following Traffic Control Order is hereby established:

Both sides of Theoda Ct and Charles Ct are a temporary “no parking” zone until the end of construction on W. Front St and Oak St. Temporary “No Parking” signs shall be placed along the tree lawn that is visible to vehicular traffic along both sides of street.

Dated 7/8/2025

Chief of Police

Harvey J. Burnett, Jr.

Filed with City Clerk _____ Date _____

Approved by Commission _____

*Traffic control orders issued by the Chief of Police are temporary orders for 90 days until approved by the Commission. Once approved by the Commission they become permanent orders.

CC: City Manager
DPW Supervisor
City Fire Chief